

Division of Computing and Information Technology, Administrative Files, Correspondence and Memoranda, W447-1A-2
*University Archives, Winthrop University*Winthrop University Archives
Preliminary Descriptive InventoryUnit: Information Technology, Division of
Sub-Group: Administrative Files
Series: Correspondence and MemorandaRecord Group no: W447
Sub-group no: 1A
Series no: 2

Description of series and its contents:

This series contains correspondence and memoranda (including emails) pertaining to the Office of Computing and Information Technology. The mission for Computing and Information Technology is to provide the appropriate technological infrastructure to support teaching, research and service, and to provide high-quality, efficient, and effective technological support service to all academic and administrative functions at Winthrop University. There are 5 areas under the IT umbrella: Academic Computing; User Support Services; Technology Services; Administrative Systems and Programming; Telecommunications. This series is organized by calendar year.

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence and Memoranda	2009
1	2	Correspondence and Memoranda	2010
1	3	Correspondence and Memoranda	2011
1	4	Correspondence and Memoranda	2012
1	5	Correspondence and Memoranda	2013
1	6	Correspondence and Memoranda	2014
1	7	Correspondence and Memoranda	2015
		<ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Faculty/Staff Technology Handbook -Class List Serve -Update to Address Book -Summer IT Hours -Email change and complications -New Academic Computing Center Manager -Wireless Network Maintenance -Windows Updates -Faculty/Staff List -Software Requests -Voicemail System Issue 	
1	8	Correspondence and Memoranda	2016
		<ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Windows Updates -ACC Computer Lab Software -Phishing Emails -Visual Class Rosters -Email "Clutter" folder -Update contact information -Automatic Downloads for W-2 -Technology handbook 	

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: **Information Technology, Division of**
Sub-Group: **Administrative Files**
Series: **Correspondence and Memoranda**

Record Group no: **W447**
Sub-group no: **1A**
Series no: **2**

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	8	Correspondence and Memoranda (cont.) <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Free Symantec Protection for Home Computer-Test New ACC Software-Mandatory Cyber Security Awareness training	2016
1	9	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Technology Services Office hours-Network Maintenance-Delayed Class Listservs-Visual Class Rosters-Outlook Address Book-Automatic Download of Turbo Tax-Winthrop updates and Ransomware-Home-Use Adobe-Software Requests-Retiring Old Web Servers-BirdNest Upgrade-Expiring Passwords-New Faculty/Staff Handbook-Update Contact Information-New Email Attachment Filtering System-Mandatory Cyber Security Awareness training-Phishing Scam-ACC Computer Lab Software Requests-Windows 10 Update-Technology Services Office-Processing Error – Create an Account	2017
1	10	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Internet Outage-Class Listservs and Rosters-Clutter Folder for email-Banner System Maintenance-Update Outlook Address information-Downloadable W-2's-Upgrade of Faculty websites server-Phishing Emails-Windows and Symantec Updates-Technology Service Desk Hours for Spring Break-Faculty/Staff Email Mishap – Missing emails	2018

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Information Technology, Division of
Sub-Group: Administrative Files
Series: Correspondence and Memoranda

Record Group no: W447
Sub-group no: 1A
Series no: 2

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	10	Correspondence and Memoranda (cont.) <ul style="list-style-type: none">Topics:<ul style="list-style-type: none">-Windows Updates-Software Needs for Fall 2018-Technology Service Office hours-Brief Internet Outage-Daily Digest Repository-Digital IT Handbooks-New Password Rules-Phishing Emails-Technology Services Office moving-IT Support for Move-In Weekend-Cyber Security Awareness-Social Engineering-New Extended Schedule for Technology Services Office-Toll Free Dialing Update-Final Exam Week – extra Saturday support hours	2018
1	11	Correspondence and Memoranda <ul style="list-style-type: none">Topics:<ul style="list-style-type: none">-Adobe Usage Survey-Class Listservs and Visual Class Rosters-New Hours for the Technology Services Office-Updated Class Lists-Automatic Download for W-2s-Updating Contact Information-Business hours during Spring Break-Summer Office hours-ALERTUS Notification System-Email Scams-Computing and Information Technology move to Business and Finance-Annual Security Update for the WiFi Network-Dell Flash Sale-Class Listservs and Visual Class Rosters-ALERTUS test	2019